

Sexual Harassment

What Is and Is Not Acceptable



Executive Order Number Sixteen (1999) prohibits sexual harassment and establishes a Model Policy to be implemented by agencies under the Governor's jurisdiction. It is the responsibility of all supervisors to ensure that their employees work in harassment-free environments.

WHO SHOULD ATTEND: Sexual harassment training is **mandatory** for all supervisors, Equal Employment Opportunity Officers, and any employee hired on or after December 18, 1992.

EMPLOYEES WILL LEARN HOW TO, recognize, avoid, and report sexual harassment.

The training is a one-time requirement and need not be repeated unless the employee's agency deems it necessary.

Reserve your place in any one of these sessions by faxing the registration form to:

Central Management Services
Agency Training Section
FAX: (217) 558-0048

Visit our website at
www.state.il.us/cms/2_servicese_edu/
and click on the "Course Schedule" link
for current class dates, times, and
locations.

MAKE YOUR RESERVATIONS EARLY. Please review the training schedule and make your selections quickly. Seating is limited and assigned on a first-come-first-serve basis.

Please do not encourage your employees to attend training if they are not registered.

CMS/Bureau of Personnel
Technical Services &
Agency Training and Development
Larry Plummer, Division Manager
Bonnie Craig, Section Manager
500 Stratton Office Building
Springfield, IL 62706
(217) 524-8700